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## Summary of Changes since previous version

- Removed reference to online learning

## Purpose

This document sets out the policy and procedure for:

- Monitoring student attendance and engagement during study periods
- Student responsibilities
- College record keeping requirements
- Regulatory and Professional Body responsibilities

## Introduction

The college believes that students need to attend classes and participate in the learning process to obtain value for money and gain the education that will enable them to achieve their host University degree award. The monitoring of attendance and student engagement, by the college is an important aspect of this philosophy particularly its ability to help retain and minimise a student's risk of academic failure or withdrawal.

The practice of attendance and engagement is followed to help establish important learning routines, general time management skills and also guarantee that students have the opportunity to absorb and assimilate the information essential to understanding and comprehending a subject/module.

Furthermore, this policy helps to outline our approach in identifying students who may require additional support.

# College Attendance Requirements

## Our Expectations

To ensure consistency and adherence with the regulatory bodies, the Navitas Academic Registry defines an engagement point (one that creates a positive attendance mark) to be:

**“Any formal ‘scheduled engagement’ of which a student is required to attend, as timetabled on the student management system”.**

Students are expected to maintain a minimum of an overall **85%** attendance record, failing which they will be monitored and encouraged to re-engage. Those that fail to re-engage with their studies and continue to fall beyond this threshold will be monitored through the Compass Programme guided by CPR QS7.

**A scheduled engagement** includes any interaction or event where attendance is deemed to be mandatory. These include events such as:

*Orientation, class sessions, lectures, tutorials, workshops, supervised lab work, field trips, appraisal points, meetings or interviews, assessments and so forth.*

All meetings, appraisal points and/or interviews that a student is informed as ‘required to attend’ by the College are classified as scheduled engagement points and must be attended.

In order that the College complies with regulatory requirements (outlined in the Regulatory and Professional Body Responsibilities section), as well as to ensure the best student outcomes, the College will monitor its students in accordance with the latest Monitoring and Engagement Process in conjunction with the Compass Programme.

## Student Responsibilities

As adult learners, students are expected to meet the attendance threshold and actively engage in their course. Students will be accountable for their participation with the expectation to arrive on time at the start of every scheduled engagement and remain for the duration of the scheduled engagement. As such it is expected that all students will live within a sensible distance from the college to enable them to attend all of their face-to-face classes, the college will determine what a sensible distance may be and communicate this to students at the appropriate stages.

Further to this requirement, a student sponsored as a Student by the UKVI (a visa student), must attend their studies in line with their visa conditions.

The lecturer and/or College reserves the right to refuse entry to any student who arrives to class more than 10 minutes late or does not return from any designated break in a timely manner.

Where a student is knowingly unable to attend, the Academic and Student/College Support team must be informed prior to the scheduled engagement.

Absence will be defined when a student:

- Does not attend a scheduled engagement,
- Does not have their intended absence approved.

Authorised absence will only be granted if the circumstance is exceptional and evidence based (e.g., certified illness), and notified to the relevant team prior to the scheduled engagement. If a student fails to attend without approval the attendance mark for that scheduled engagement will be marked as 'none' (not present). Half-absence will also affect a student's overall attendance so attending scheduled sessions promptly and at the relevant times is imperative to maintain good attendance.

What you need to do as a student:

If you are unwell.	Call or email College Services <b><u>before</u></b> your class. You may be required to provide a letter from your doctor if you are unwell for an extended period of time.
If you have an important appointment (such as a at the embassy).	Call or email College Services <b><u>before</u></b> your class to ask for permission. You will be asked to provide evidence of the appointment.
If you have a serious personal problem (such as a very unwell family member, or you will be attending a funeral).	Call or email College Services <b><u>before</u></b> your class to ask for permission.
Any other serious reason that you are unable to attend class.	Call or email College Services to discuss your situation.

## Student Timetable, Academic Registers and Assessments

In most instances scheduled engagement is determined by the academic requirements set out for each subject/programme - per the Academic Registry and the awarding body minimum requirements. In some circumstances regulatory requirements determine a minimum requirement that will be factored into the student timetable.

The exception to the above may occur where a student is repeating a module/s to complete a course/stage of study or where they are required to take up an approved core requisite module/s.

The College Academic team are responsible for timetable management and will help oversee attendance monitoring along with the Student/College Services support team.

Attendance is recorded systematically by module and by scheduled engagement points in the student management system and through the College student portal. The attendance report system also identifies non-attendance due to extenuating circumstances or approved leave of absence.

Attendance registers will be taken at each scheduled engagement point via direct entry to the student management system.

Entrance to a class will be at the discretion of the lecturer and/or the College. If a student has arrived more than 10 minutes late to a scheduled engagement, and is permitted to enter, they are normally recorded as a half absence. Students will also receive a half absence if they leave the class before the formal end of the session.

Similarly, if any student arrives late or fails to attend after a scheduled break in a class, will be marked half absent/absent, unless there are any approved extenuating circumstances.

Students who regularly demonstrate this behaviour will also be placed on the Compass Programme.

Attendance records are monitored over a period of weeks, in accordance with the Monitoring and Engagement Process. Feedback from academic teaching staff, along with on-going reviews of individual student assessment performance, will be added to a student record to give a complete overview of attendance and engagement. Student engagement will be discussed at College Management Team, college academic board and any other relevant college meetings on a regular basis.

Where there is a scheduled assessment during the semester, attendance will be mandatory. Only in approved extenuating circumstances may a student not be present at such an event. Non-attendance at a scheduled assessment event (approved or not) will be reported and assessed at the College Module Panel and Progression Board. Where a student has been approved as having met mitigating/extenuating circumstances an approved absence will be noted and recorded on the student management system.

## Student Monitoring and Intervention

Any student who meets the following conditions may be placed, as per procedure, on the Compass Programme for closer monitoring:

- a) A student whose attendance does not meet the expected 85% requirement and/or presents an inconsistent pattern of attendance across a set of modules.
- b) A student requiring additional academic support as highlighted either by the student or our academic/support staff.
- c) A student is a minor or has personal or welfare circumstances/concerns which may impede his/her performance.

Should there be a fall below the expected attendance threshold the student will be formally contacted through the student management system by the Student/College Services staff. This initial contact will explain the importance of good attendance, the positive effects it can have on studies and highlight the consequences of continuing to breach the threshold.

Where a student does not meet the expected 85% overall attendance requirement and has no approved extenuating circumstance, or approved leave of absence, they will be placed on the College Compass Programme. At this point students will be communicated a warning outlining their requirements and any breaches in regulatory requirements (e.g., sponsorship requirements as a visa Student).

Where permissible, and deemed necessary, (if consent has been given at enrolment, or prior to this through the admissions process), parents and/or agents may be contacted to encourage re-engagement or participation.

Any student who has no approved extenuating circumstance, or approved leave of absence, and who habitually fails to respond to communication from the College and is deemed to have actively disengaged with their studies will be formally issued with an Intention to Exclude (ITE).

Where a student has been issued with an ITE they will have a period of appeal, typically a minimum of 5 working days, to justify their reasons for continuation on their course. If a student fails to respond, or their appeal is unsuccessful, the College will formally issue a 'Notification

of Termination/Exclusion'. Upon reaching this point of non-engagement the University Partner will be notified and the student will no longer be eligible to study at the College.

For those students under Student sponsorship the University Partner will notify the UKVI within a designated timeframe confirming sponsorship has been withdrawn. For the student this will cancel the student visa and will give a short window to leave the UK or find an alternative sponsor.

## Variation of Programmes

The college has a number of programmes and learning platforms that may require deviation from some of the principles outlined in this policy. Whilst the minimum threshold of attendance and our expectations do not change there are variations to consider set out for each academic capacity, as indicated below.

**Pre-Sessional Programmes:** As with all programmes the Pre-Sessional course requires maximum attendance to give the best possible chance of progression onto the main course of study.

**Integrated Students:** Where a course of study has an integrated element (part-taught by the University Partner) the University Partner will monitor attendance of the integrated element (class, module, etc). Students undertaking integrated elements will be subject to the monitoring requirements set out by the University. These requirements may differ from the scheduled engagement required by the College but must be adhered to in order to progress with the course. The College will request regular access to the University Partner attendance data to identify if a student requires further support. The data may also be used to supplement attendance recorded by the College.

**Courses below Degree level:** Student Visa Route students studying a course below degree level, including both PSE and standalone foundation/first year/pre-masters courses must also:

- Maintain attendance above 85% over each rolling 4 week period
- Maintain attendance above 70% over each 12 week period

Where a student fails to meet this, and there is no mitigation given, the student will be formally issued with an Intention to Exclude (ITE).

## Student Records

The college has an obligation to ensure that it has accurate records for all students. This is critical to the management of the student experience, as well as regulatory requirements.

The student management system will record student attendance and highlight student absence. Attendance warnings will be populated through the system, the frequency of which is determined in the Monitoring and Engagement Process. The system will also hold details of actions and activities taken to re-engage a student, records of meetings held and any engagement plans put forward where non-engagement is apparent.

## Regulatory and Professional Body Responsibilities

Some of our programmes carry a professional accreditation and/or are regulated by a national body. This can bring with it a specific minimum attendance requirements which differ from the level set out in this policy or from other courses provided by the College. Where such a requirement exists, students will be made aware of this via the appropriate course or unit handbook and will be expected to adhere to this localised rule.

For students sponsored under the Student Visa Route, the College and University have an obligation to the Home Office to report on, as required, changes of status in an individual student's study pattern for those holding a Student route visa. Changes to a student's study pattern may affect the terms of the visa and/or leave granted to the student.

The College will comply and follow all reporting requirements of the associated regulatory or accrediting body, and the University's stated policies and processes.

### Regulatory and Reporting Requirements for Sponsored Students

As a licenced sponsor, under the Student Immigration Route, the University Partner and College have an obligation by law to monitor and report on sponsored students.

Under current Sponsor Guidance, the UKVI requires sponsor licence holders to report students on a programme of study who:

- a) Stop engaging – those that do not consistently partake in formal scheduled engagement as outlined in this document),
- b) Are no longer under the sponsorship of the institution – including withdrawals, terminations, and deferral of studies (this includes students who transfer institutions),
- c) Indicate a significant change in circumstances – including a change in course of study, work placement change, completing a course earlier than expected,
- d) Are suspected not to be genuine.

Where the college has exhausted and evidenced all re-engagement opportunities, and withdrawal conditions are implemented (Notification of Termination/Exclusion), the college must:

- a) Make the University Partner aware that sponsorship is to be withdrawn; and,
- b) Evidence a student has actively dis-engaged with their studies; and,
- c) Cite all methods of re-engagement activity; and,
- d) Report to the UKVI within 10 working days of the College/Sponsor confirming withdrawal.